

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1801

**TITLE:** BUSINESS ANALYST I

**GRADE:** S-22

**DEFINITION:**

Under close supervision, provides direct support for PC systems and office applications, and first-level support for a user department's main systems; creates custom and routine reports; maintains department's data in tables, and participates in new system development and in acceptance testing; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is entry level business analyst work. It is distinguished from the Business Analyst II by the performance of less complex tasks related to the review and modification of administrative processes and procedures for automation purposes. The Business Analyst II reviews and analyzes an organization's IT needs and recommends enhancements/process changes related to their business operations.

**ILLUSTRATIVE DUTIES:**

Provides support in administering a complex automated systems;  
Ensures information and reports produced by the system are accurate and valid;  
Performs data integrity checks;  
Notifies technical staff of any problems or errors;  
Integrates data from various sources into the system;  
Monitors system activity and reports problems;  
Tests and analyzes all new interfaces into the system and reports problems;  
Creates and distributes reports;  
Assists agencies in correcting errors;  
Provides assistance and training to system users;  
Assists in analyzing, developing, implementing, and maintaining applications to meet the needs of users;  
Assists with product evaluations and product implementation;  
Assists in the development and dissemination of information alerting staff to new IT-related administrative procedures or services;  
Assists in identifying business needs and business process improvement;  
Participates in planning for future IT solutions;  
Attends training workshops, product demonstrations, conferences, and technical briefings;  
Stays abreast of technology changes;  
Provides assistance to other staff as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of business operations, processes, and procedures;  
Some knowledge of the capabilities of information technology software, hardware, and network communication technology;

Some knowledge of the capabilities of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments;

Some knowledge of effective processes, methods, and techniques to analyze and evaluate business operations;

Ability to analyze and evaluate administrative processes and procedures for automation purposes;

Ability to conduct research into new information technology;

Ability to train employees in the use of hardware and software;

Ability to prepare user manuals;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to establish and maintain effective business relationships.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Possession of a bachelor's degree in business, computer science or a field related to the department where the IT services are being used: PLUS

Six months' of experience analyzing business processes and/or developing/maintaining the main business system, technical platform or a related system.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

**Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: September 14, 2006  
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